

SUMMARY OF PHYSICAL CHARACTERISTICS**PROJECT NAME** **Ke Kumu Ekahi****Street Address** **68-3520 Ke Kumu Place Waikoloa, HI****A.** **Project completion date:** **November, 1993****B.** **Number of Dwelling Units:** **48**

Quantity	Type
48	Two bedroom units @ 780 s.f.

C. **Type of Structure:**

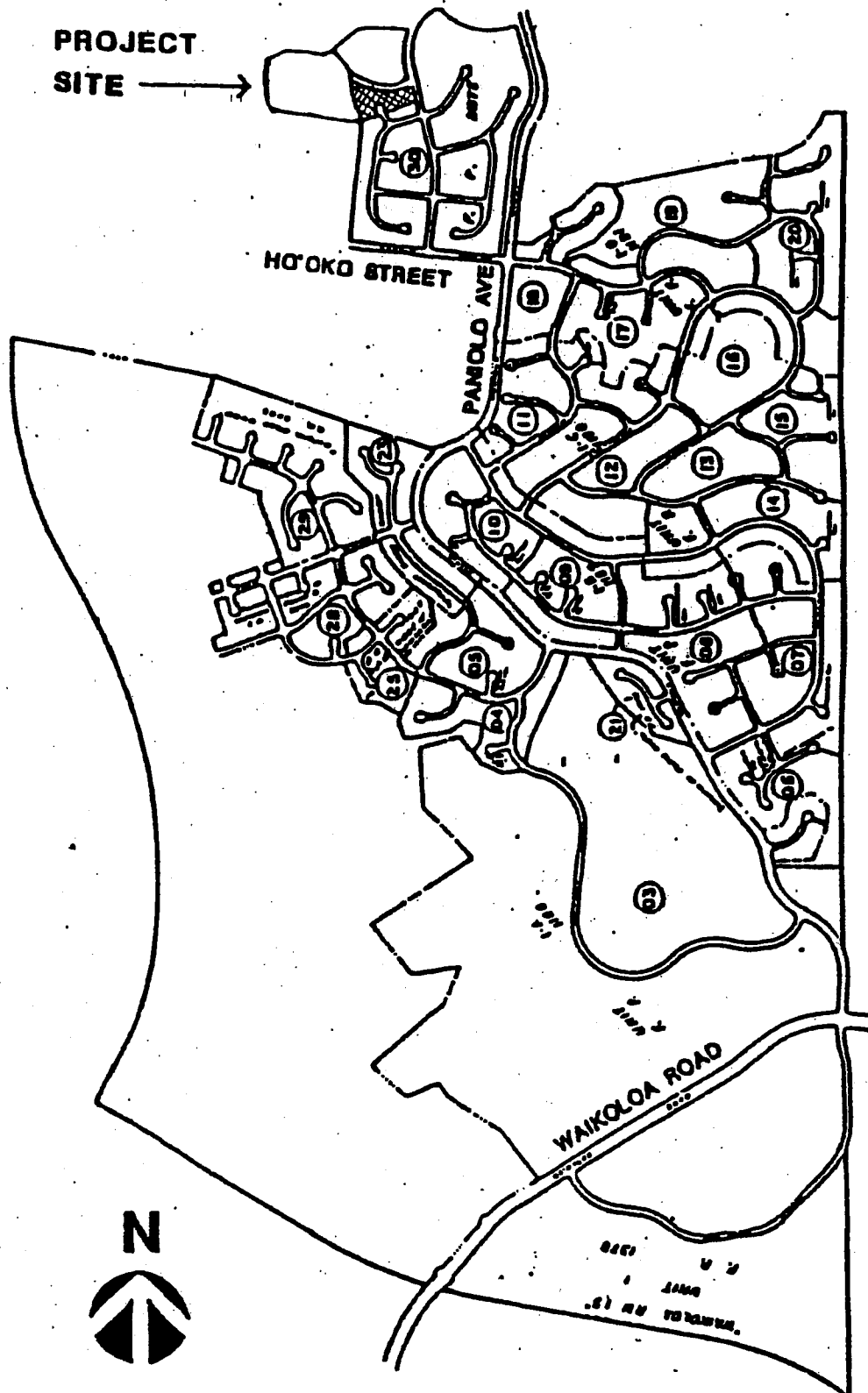
The project consists of twelve two-story wood frame buildings on 35,664 square feet of land. The common area includes a project office, laundry room, playground, storage room and community center. There are 82 parking stalls on site.

D. **Type of Appliances:**

- ☒ Range (Electric)
- ☒ Refrigerator
- ☒ Water Heater



WAIKOLOA TO WAIMEA	1 MILES
WAIMEA TO HONOKAA	15 MILES
WAIKOLOA TO KEAHOLE AIRPORT	23 MILES
WAIKOLOA TO KAILUA KONA	30 MILES



PROJECT STATUS REPORT

(month / year)

I. DELINQUENCY

A. Tenants in Occupancy:

	30 to 60	60 to 90	Over 90	Total
1. Number				
2. Dollar Amount				
3. Percentage (Based on number)				

B. Former Tenants:

1. Number				
2. Dollar Amount				
3. Bad Debts Over 30 Days Delinquent				

<u>Name</u>	<u>Original Amount</u>	<u>Present Balance</u>	<u>Date Vacated</u>	<u>Probability of Collection</u>
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MONTHLY FINANCIAL STATEMENT
PROJECT _____
MONTH _____

	MONTHLY ACTUAL	MONTHLY BUDGET	PERCENT VARIATION	ANNUAL ACTUAL	ANNUAL BUDGET	PERCENT VARIATION
INCOME.						
Rental Income						
Less: Vacancy Factor						
Laundry Income						
Other Income						
TOTAL						
DISBURSEMENTS						
Legal Fees						
Electricity						
Water						
Computer Accounting						
Resident Manager						
Resident Mgr. Apt.						
Account Clerk						
Admin. Ass't						
Bldg. Maint. & Repair						
Grounds Maintenance						
Fire Control						
Mileage						
Building Supplies						
Grounds Supplies						
Appliance Repairs						
Refuse Removal						
Equip. Maint & Repair						
Maintenance Payroll						
INS. Worker's Comp						
INS. Temp. Disability						
Medical Insurance						
FICA Payroll Tax						
State Unemployment						
Fed. Unemployment						
TOTAL						

NAME OF PROJECT
INCOME REGISTER

DATE	NAME	AMOUNT	ACCOUNT	REMARKS
MM/DD/YY	TENANT NAME	616.00	RENT	CK 697
MM/DD/YY	TENANT NAME	25.00	LATE	CASH
MM/DD/YY	TENANT NAME	15.00	LATE	CK 1546
MM/DD/YY	TENANT NAME	470.00	RENT	CK 125
MM/DD/YY	TENANT NAME	495.00	RENT	CK 329, CK 1916
MM/DD/YY	TENANT NAME	20.00	OTHER	CK 2575
MM/DD/YY	TENANT NAME	840.00	RENT	MONEY ORDER
MM/DD/YY	TENANT NAME	40.00	LATE	CK 797
MM/DD/YY	TENANT NAME	295.00	RENT	CK 965
MM/DD/YY	TENANT NAME	295.00	SEC DEP	CK 201
MM/DD/YY	TENANT NAME	495.00	RENT	CK 101
MM/DD/YY	TENANT NAME	620.00	RENT	CK 1866
MM/DD/YY	TENANT NAME	470.00	RENT	MONEY ORDER
MM/DD/YY	TENANT NAME	670.00	RENT	CK 468
MM/DD/YY	TENANT NAME	439.00	RENT	CK 1104
		5,805.00		

NAME OF PROJECT
BANK RECONCILIATION - MONTH, YEAR

BEGINNING BALANCE					100,351.02
	DEPOSIT	SECURITY DEPOSIT	WITHDRAWAL NSF	TOTAL	
MM/DD/YY					
MM/DD/YY	3,496.00	616.00		4,112.00	
MM/DD/YY	7,513.00			7,513.00	
MM/DD/YY	16,517.00	295.00		16,812.00	
MM/DD/YY	9,115.00			9,115.00	
MM/DD/YY	21,495.00	20.00	656.00	20,859.00	
MM/DD/YY	26,697.50	195.00		26,892.50	
MM/DD/YY	2,069.00			2,069.00	
MM/DD/YY	1,583.00		635.00	948.00	
MM/DD/YY	802.00	645.00	1,165.00	282.00	
MM/DD/YY	1,647.00	515.00	1,457.00	705.00	
MM/DD/YY	891.00		470.00	421.00	
MM/DD/YY	1,907.00	515.00		2,422.00	
MM/DD/YY	620.00			620.00	
MM/DD/YY	1,292.00	485.00		1,777.00	
MM/DD/YY	2,310.00		100,731.02	(98,421.02)	
MM/DD/YY	1,508.00			1,508.00	
	965.00			965.00	
TOTALS	100,427.50	3,286.00	105,114.02	98,650.50	
BEG BAL+RENTS+SD-WITHDRAWAL					
TOTAL BANK BALANCE			98,650.50		
			98,650.50		
WITHDRAWAL					
SD REFUND-TENANT NAME			RETURN CHECKS		
SD REFUND-TENANT NAME		656.00	TENANT NAME:	635.00	
SD REFUND-TENANT NAME		670.00	TENANT NAME:	495.00	
SD REFUND-TENANT NAME		682.00	TOTAL:	1,130.00	
SD REFUND-TENANT NAME		775.00			
SD REFUND-TENANT NAME		470.00			
TRANSFER-HFDC		680.00			
TOTAL:		100,051.02			
		103,984.02			

NAME OF PROJECT
AGED RECEIVABLES SUMMARY/DELINQUENCY
MONTH, YEAR

ENDING BALANCE PER TENANT LEDGER	\$ 1,525.00
ADD: CREDIT BALANCES FROM TENANT LEDGER	\$ 1,073.00
AGED RECEIVABLE SUMMARY - CURRENTLY DUE	\$ 2,598.00

NAME OF PROJECT
TENANT LEDGER RECONCILIATION
MONTH, YEAR

	DEBIT	CREDIT	NET
BEGINNING BALANCE \$	3,241.26		\$ 3,241.26
TRANSFER VACATED TENANTS		\$ 380.00	\$ 2,861.26
CHARGES:			
RENT	\$ 97,786.00		\$ 97,786.00
LATE FEE	\$ 725.00		\$ 725.00
SECURITY DEPOSIT	\$ 3,286.00	\$ 5,343.00	(\$2,057.00)
NSF FEE	\$ 20.00		\$ 20.00
MAINTENANCE CHARGES		\$ 10.76	(\$10.76)
OTHER CHARGES	\$ 110.00		\$ 110.00
REFUNDS	\$ 4,079.00		\$ 4,079.00
CASH RECEIPTS:		\$ 101,988.50	(\$101,988.50)
END OF MONTH BALANCE			\$ 1,525.00

SECURITY DEPOSITS:	APPLIED	REFUNDED
3E TENANT NAME	\$ 495.00	\$ 313.00
3G TENANT NAME	\$ 660.00	\$ 680.00
5G TENANT NAME	\$ 498.00	\$ 448.00
6E TENANT NAME	\$ 30.00	\$ 0.00
10B TENANT NAME	\$ 470.00	\$ 470.00
10C TENANT NAME	\$ 620.00	\$ 682.00
11C TENANT NAME	\$ 495.00	\$ 41.00
11G TENANT NAME	\$ 650.00	\$ 0.00
12A TENANT NAME	\$ 775.00	\$ 775.00
25B TENANT NAME	\$ 650.00	\$ 670.00
TOTAL:	\$ 5,343.00	\$ 4,079.00

DETAIL OF VACATED TENANT TRANSFERS:

UNIT #	NAME	AMOUNT
19G	TENANT NAME	\$ 380.00

KEKUMU EKAHI APARTMENTS**RENTAL AGREEMENT****Part I****SUMMARY OF RENTAL AGREEMENT**

This document is a residential Rental Agreement between the Landlord and the Tenant named below. The rental of the dwelling unit covered by this Rental Agreement is subject to the requirements of the Low Income Housing Tax Credit Program.

A. **Date of this Rental Agreement:** _____

B. **Parties:**

Landlord
Hawaii Public Housing Authority
P. O. Box 17907
Honolulu, HI 96817

Landlord's Managing Agent
Hawaii Affordable Properties, Inc.
P.O. Box 148
Kealahou, Hawaii 96750

Tenant

<u>Name(s)</u>	<u>Social Security No.</u>	<u>Telephone No.</u>
	XXX-XX-	
	XXX-XX-	

Permitted Occupants:

<u>Name(s)</u>	<u>Age</u>	<u>Relationship to Tenant</u>

C. **Unit No: # 09-22** 68-3340 Kekumu Waikoloa, HI 96738 **Parking Stall No: 09-22**
(Tenant understands that during the term of this Rental agreement, Tenant may be required to move to another unit in accordance with the requirements of the Program.)

D. **Fixed Rental Agreement:**

Rental Term: From _____ If unless otherwise agreed to in writing will end on: _____
(A new Rental Agreement must be made in order to continue occupancy after the ending date of this Rental Agreement).

E. **Rent:** Rent is due on the first day of each month. Landlord will provide tenant with a rent statement. Rent along with the statement for the month should be sent to: **Hawaii Affordable Properties, Inc**

P. O. Box 148
Kealahou, HI 96750

	<u>Contract Rent</u> <u>(unsubsidized)</u>	<u>Rental</u> <u>Assistance</u>	<u>Section 8</u>	<u>Monthly</u> <u>Rent (net)</u>
1 st Month	<u>\$760.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$760.00</u>
Regular	<u>\$760.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$760.00</u>

Tenant is obligated to pay the Contract Rent each month. However, the monthly rent (net) which Tenant must actually pay may be lower than the Contract Rent because Tenant may be eligible for monthly Program rental assistance payments ("Rental Assistance") which are paid to Landlord on behalf of Tenant. The amount of the "Rental Assistance" may be reduced or increased in accordance with Program requirements. A reduction in the Rental Agreement Assistance will result in an increase in the Monthly Rent (net), which tenant must actually pay.

F. Security Deposit: \$760.00 (Must be equal to one month's rent)

G. Late Payment Charge: Twenty-five dollars (\$25.00) for any rent payment that is not paid by the 5th calendar day of the month.

H. Returned Check Charge: Twenty dollars (\$20.00) each time a check is returned (bounces). This amount may be adjusted from time to time.

I. Utilities and Services: Tenant must pay for the utilities and services in column 1. Payments should be made directly to the company providing the service. The utilities and services in column 2 are included in Tenant's rent.

(1) <u>You Pay Directly</u>	<u>Type of utility or service</u>	(2) <u>Included in your rent</u>
<u>X</u>	Electricity	<u>N/A</u>
<u>N/A</u>	Gas	<u>N/A</u>
<u>N/A</u>	Water	<u>X</u>
<u>N/A</u>	Parking	<u>X</u>
<u>N/A</u>	Grounds Maintenance	<u>X</u>
<u>X</u>	Cable	<u>N/A</u>
<u>X</u>	Telephone	<u>N/A</u>

J. Documents which are a part of the Rental Agreement:

CAUTION: If there is any conflict between the provisions of this Rental Agreement and the provisions of any applicable Program regulation or requirement, including any Program regulation or requirement to determine your eligibility or continued eligibility to occupy a dwelling unit in the Project, the provisions of the applicable Program regulation or requirement will control. The Rental Agreement is made up of and includes the following documents which are attached:

1. This Rental Agreement
2. Attachment No. 1 (Tenant Income Certification)
3. Attachment No. 2 (Rules & Regulations)
4. Attachment No. 3 (Dwelling Unit Inspection Report)

THIS IS A LEGAL DOCUMENT. DO NOT SIGN BELOW UNLESS YOU HAVE READ ALL OF THE ABOVE DOCUMENTS. BY SIGNING THIS SUMMARY, YOU ARE ADMITTING AND REPRESENTING THE YOU HAVE READ, UNDERSTAND AND AGREE WITH THE TERMS AND CONDITIONS IN EACH OF THE DOCUMENTS LISTED ABOVE.

Kekumu Ekahi Apartments Date
Managing Agent

Tenants Signature Date

Tenants Signature Date

KEKUMU EKAHI - RENTAL AGREEMENT
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